



## Fire Program Analysis – Preparedness Module Line Officer Analysis Approval

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December 8, 2005

**Topic:** Define the annual “FPA Analysis Approval” process and standards.

**Issue:** Identification of the process of approval for FPA-PM at the Fire Planning Unit (FPU).

**Background:** The Fire Program Analysis (FPA) project is developing an automated system for wildland fire planning and budgeting. Phase 1, the Initial Response Preparedness Module (PM) includes initial response for suppression and wildland fire use. Fire management agencies have approved the results of fire program budget requests using one of the three legacy systems: NFMAS (IIAA segment), FirePro and FireBase. The historical methods used have not been consistent between, or even within, agencies. FPA-PM is intended to meet both agency and interagency (FPU level) needs for budget development. The FPA system will eventually replace the current wildland fire budget systems used by the five federal wildland fire management agencies.

**Discussion:** The process described in this paper provides the process for line officer approval of FY 2008 budget submission.

### Key Points:

- There is only one approval for the FPU analysis submission. When BDD is completed the approval includes the FPA-PM Analysis and the Budget Development and Delivery system.
- Before a FPU analysis can be “Approved”, an official “Technical Certification” of the analysis must have been completed. The “Technical Certification” process is described in the “Technical Certification of Analysis” white paper (12/8/05).
- Approval does not necessarily imply concurrence with the FPA-PM analysis outputs, nor does it constitute their formal budget submission unless formally directed by the line officer’s agency.

### Approval Criteria:

- The line officer’s agency in the Fire Planning Unit was fairly represented/involved in the process.
- The FPA-PM analysis has been formally certified by a technical review team.
- The outputs submitted in FPA-PM are those generated by the model.
- Budget Development and Delivery (BDD) identifies funding needs for existing resources in the FPU organization and transition items not funded in FPA-PM.

Approval will be formally documented in a formal memorandum and will be signed by each line officer that is a partner in the FPU. The memorandum is sent to the next higher line officer’s organizational level by February 15, 2006.

**Conflict Resolution:** Should line officers disagree with the analysis and resource allocation, resolution should first be attempted at the FPU level referencing the FPU charter or other agreements as applicable. If resolution fails at the FPU level, the dispute is elevated to the next level Line Officer (or their designee) and resolved according to the Geographic Area's charter.

**Business Rules:**

1. FPU Level
  - a. Review FPU Charter to ensure the mechanism for Conflict Resolution is in place and approved.
  - b. Schedule: Approval will occur annually prior to budget submission due dates.
2. Geographic Area (GA)
  - a. Review GA Charter to ensure the procedures for FPU level and GA level Conflict Resolution are in place and approved. The GA Charter will identify its members and how Approval will be accomplished in the GA. Approval of the FPU's analyses and resource allocation will be formally documented in a signed memorandum.
  - b. Disputes: The Line Officers of the GA will, when needed, mediate conflicts in their associated FPUs and make final determination on problem resolution to the affected FPU Executive Boards.